**NURS 3320:** Holistic Health Assessment Across the Lifespan

Fall 2012

**Lead Instructor:** Tami Wright, RN, MSN

**Office Number:** Pickard Hall 540

**Office Telephone Number:** 817-272-4857

**Office Hours:** Monday 4:00-5:00 pm **or** by appointment

**Clinical Instructors:**

**College of Nursing Telephone Number: 817-272-2776**

Marie K. Lindley, MSN RN

**Office Number:** Pickard Hall 512-A

Carol Harber, MSN RN

**Office Number:** Pickard Hall 548

Jodie Moore, MSN, RN, ACNP-BC

**Office Number:** Pickard Hall

Juanita Nickols, MSN, RN

**Office Number:** Pickard Hall

**NOTE**: Please **use the Blackboard e-mail for normal correspondence with lead instructor.** For other instructors, please ask how they would like normal correspondence.

**Time and Place of Class Meetings:**

Pickard Hall 104 Section 001 - Tuesday, 8:00-9:50 am

Section 002 - Wednesday, 8:00-9:50 am

**Time and Place of Clinical Labs:**

Labs Times: 11:00-2:00 **or** 2:00-5:00

Rooms: Pickard Hall Room 206 **or** 213

**Description of Course Content:**

Theory and practice of holistic health assessment of individuals and families across the life span with emphasis on normal findings. Prerequisite: NURS 3333 (or concurrent enrollment).

**Credit Hours:**

3 credit hours per semester which includes 45 lab/clinical hours.

**Student Learning Outcomes:** Refer to Blackboard for more detailed Theory Objectives and Weekly Lab Objectives.

|  |  |
| --- | --- |
| 1. Utilize basic principles, techniques and evidence-based tools for physical assessment. | 1. OSCEs2. Lab Write-ups and SOAP Notes3. Classroom Exams |
| 2. Recognize and document variations from normal assessment findings to selected pathophysiological processes. | 1. Classroom Exams2. Lab Write-ups and SOAP Notes3. OSCE Documentation |
| 3. Integrate social, psychological, cultural, spiritual and genetic factors into assessment across the lifespan. | 1. Cultural and Spiritual Self-Assessment2. Heritage Assessment3. Health and Illness Beliefs and Practices  Determination4. Self-Genogram, Asthma Genogram |
| 4. Perform a holistic health assessment, including a detailed health history, comprehensive physical assessment, as well as nutritional, physical, psychosocial, cultural and spiritual dimensions. | 1. OSCEs2. Lab Write-ups and SOAP Notes3. OSCE Documentation |
| 5. Interpret and analyze normal and abnormal assessment findings for individuals across the lifespan. | 1. Classroom Exams2. Symptom Analyses |
| 6. Analyze subjective and objective data to formulate nursing diagnoses.  | 1. Lab Write-ups and SOAP Notes2. OSCE Documentation |
| 7. Use effective communication techniques to perform a holistic health assessment on individuals across the lifespan. | 1. Lab Write-ups and SOAP Notes2. Interview for Health History3. Interview Evaluation4. OSCE Documentation |
| 8. Recognize safety concerns and utilize evidence-based knowledge in their practice. | 1. OSCEs2. Lab Write-ups and SOAP Notes |

**Requirements:**

1. **Course Syllabus**: Available on Blackboard for Course N3320 or from UTA Nursing web site. Please print and read before the first day of class. After reading Syllabus and the Course Guide, you will print a Course Contract (See Below).
2. **Course Guide**: Available on Blackboard for Course N3320. Please print and read. This Guide provides details regarding various course and lab assignments.
3. **Course and Clinical Contract**: Available inside the Course Guide, but also posted separately and on Blackboard. Please print this page only, and sign after you have read the Syllabus and the Course Guide.
4. **A stethoscope**: Please plan to purchase a stethoscope and bring to lab with you each week. There are a variety of stethoscopes from which to choose, including those with a diaphragm and a bell, and those with a “tunable” diaphragm (either is acceptable). The only stethoscope considered **unacceptable** is one with ***neither*** a bell nor a tunable diaphragm. (See handout on Stethoscopes available in Blackboard for more information on types of scopes).
5. **A penlight**: This will be included in the Clinical Nursing Foundations Lab Pack. Please bring to lab and to your hospital clinical.
6. **Patient gown**: This will be included in the Clinical Nursing Foundations Lab Pack. Please bring to lab each week for your assessment skills lab practice.

**Required Textbooks and Other Course Materials:**

**Req.** – Jarvis, C. (2012). *Physical examination and health assessment w/ nursing video skills package*. (6th ed). Saunders ISBN 9781437756845

**Req.**- Jarvis, C. (2012). *Health Assessment Online for Physical Examination & Health Assessment, Version 2.* (6th ed). Saunders ISBN 9781437714449

**Req.-** Jarvis, C. (2012). *Student Laboratory Manual for Physical Examination & Health Assessment*. (6th ed). Saunders ISBN 9781437714456

**Req. for all Junior 1 students:** Elsevier Evolve Apply Case Studies – ISBN 9781455727063

 PDA & Code for PDA Resources

NEEHR Perfect ; Electronic health record purchased through the bookstore.

**Optional** Jarvis, C. (2012). *Pocket Companion for Physical Examination & Health Assessment*. (6th ed). Saunders ISBN 9781437714425

**Optional** Hogan, M & Ricci, M. (2011). *Health and physical assessment reviews and rationales.* Pearson. ISBN 13: 9780131720527

**Descriptions of major assignments and examinations with due dates:**

Course Schedule with dates and assignments available on Blackboard and attached here.

**See Specific Assignment details found in the Course Guide.**

**Grading Policy**:

**UTA COLLEGE OF NURSING GRADING CRITERIA COURSE REQUIREMENTS**

1) Internet access

2) Blackboard ID & password (given to you)

**Course Requirements and Grading**

|  |  |
| --- | --- |
| Exam 1 | 15% |
| Exam 2 (may be cumulative)  | 20% |
| Exam 3 (may be cumulative | 20% |
| Final Exam (cumulative)  | 20% |
| OSCE 1 (including documentation) |  Pass/Fail  |
| OSCE 2 (including documentation) | Pass/Fail  |
| Participation Grade: Quizzes,  Classroom Activities, Evolve  Case Study and Jarvis Online  Module Assignments | 7% |
| Weekly Lab Write-ups/electronic documentation and SOAP Notes  (10) Culture Write-ups (2) | 6% (0.5 each) |
| Lab Assignments:  1. Genogram (2) A. Self-genogram (1%) B. Asthma genogram (0.5%) 2. Symptom Analysis #1 (1%) 3. Symptom Analysis #2 (4%) 4. Lab Teaching Assignment (2%) 5. Culture Self-Assessment (FICA)  (1%)  6. Miscellaneous Lab Activities  (2.5%) A. Two Focused Assessment  Activities (1% each, total 2%) B. Final Exam Prep Question  (0.5%) | 12% |
| Completion of all Essential Passport Skills Pass/Fail unless otherwise detailed. (Includes assignments to complete these skills, i.e. Mini-Cog Interview Evaluation Pain & Nutrition Scenario  Assignments |  |

**NOTE:** In determining the final course grade, the weighted average on proctored exams will be checked first. If a student achieved a 70.00% with no rounding of weighted averages on proctored exams, the remainder of the course grades for Participation and Lab Grades will count toward the final course grade. If the student did not achieve a 70.00% with no rounding of weighted average on proctored exams, the course grade calculation stops and the grade stands as a D or F as determined by the numerical value from the weighted average on proctored exams.

In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:

70% weighted average on proctored exams.

70% weighted average on major written assignments.

90% on math test (if applicable).

90% on practicum skills check offs (if applicable).

**Grading Policy**:

In undergraduate nursing courses, all grade calculations, including exams, OSCEs and other assignments will be carried out to two decimal places and are NOT ROUNDED. There will be no rounding of final grades. Letter grades for tests, written assignments and end-of-course grades, etc. shall be:

A 90.00 100.00

B 80.00 89.99

C 70.00 79.99

D 60.00 69.99

**NOTE:** No extra credit projects are available to raise individual test or final grades.

The existing rule of C or better to progress remains in effect; therefore, to successfully complete a nursing course, students shall have a course grade of 70.00 or greater.

**If a student is not passing the exams with a 70% the student is responsible for making a plan of how to improve future grades and should make an appointment with the Lead Teacher, and the Student Success Coordinator (Mrs. Ceil Flores) to discuss how remediation will take place).**

**Final grades are not rounded:**

* **To pass the course, you must have a 70% weighted average on your 4 exams. (example of how to calculate this is attached)**
* **This means the percentage of your grade from papers, quizzes, Lab Assignments, or classroom assignments cannot help your exam grades.**

**You must also make at least a 70% on each of your major written papers, if applicable, to pass the course.**

**Figuring out your Test Grade with Weighted Averages**

Example: This student made 100% on all exams:

|  |  |  |  |
| --- | --- | --- | --- |
| Exam 1 | 15%  | 100 | x .15 = 15 |
| Exam 2 | 20% | 100 | x .20 = 20 |
| Exam 3 | 20% | 100 | x .20 = 20 |
| Final Exam | 20% | 100 | x .20 = 20 |
| Total | 75% |  | Total = 75 |

**Last step**: If you divide the 75 by 0.75 (75%—the weight of each exam to date) you will know what the average weighted score is on exams, in this case 100.00.

Example: This is the student who makes 70% on everything.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Weight of exam** | **Student grade** | **How to figure** |
| Exam 1 | 15%  | 70 | x .15 = 10.5 |
| Exam 2 | 20% | 70 | x .20 = 14 |
| Exam 3 | 20% | 70 | x .20 = 14 |
| Final Exam | 20% | 70 | x .20 = 14 |
| Total | 75% |  | Total = 52.5 |

**Last step**: If you divide the **52.5** by 0.75 (75%-the weight of each exam to date) you will know what the average weighted score is on exams, in this case 70.00.

**Grid for your Grades in Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| Tests | **Weight of exam** | **Your grade** | **How to figure** |
| Exam 1 | 15% |  | x .15 =  |
| Exam 2 | 20% |  | x .20 =  |
| Exam 3 | 20% |  | x .20 = |
| Final exam | 20% |  | x .20=  |
| Total | 75% |  | Total |

**Last step**: If you divide the total of the fourth column by 75% (the total weight of each of our exams) you will know your weighted average score. This is the sum total of the 75% of your grade. You must have **52.5** or more in column 4 to pass this course.

**Attendance Policy:**

When UTA cancels school, clinical is also cancelled. Verify school cancellations by calling

1-866-258-4913. It is also announced on area TV/radio networks.

**Absences:**

* Absences for Lab, Exams or OSCEs may be considered excused or un-excused.
* Excused Absences: Excused absences occur for **unexpected** events such as illness, illness of child, critical illness or death of family member or certain other events including court or legal matters, and military commitments that are **unplanned and cannot be rescheduled**.
	+ If a student misses Lab, an Exam or OSCE he/she is expected to notify the Lead Teacher (via phone, e-mail or as specified by the Lead Teacher) PRIOR to the absence. The student must then provide written documentation to support the absence (doctor’s excuse detailing the date for return to school, obituary, court summons, etc.). This documentation must be supplied in person to the Lead Teacher (or designee) within **24 hours** of the missed exam, unless the Lead Teacher approves an extension.
	+ All missed lab experiences, must be made up – see details below under Lab.
* Un-excused Absences: Un-excused absences occur due to reasons other than those listed above, or due to the student failing to notify the Instructor of an absence.
	+ Un-excused absences will result in deduction of points for an exam.
	+ If a student misses lab, and it is determined to be unexcused, the Lead Teacher will initiate a Learning Contract documenting the details of the behavior and expected improvements. The Learning Contract may include additional assignments or papers to be completed and will detail the consequences of failing to complete said assignments.
	+ **If behaviors do not improve or if they recur, the student has demonstrated an inability to meet course requirements, and will fail the course.**
* The Lead Teacher will make the final determination regarding whether the circumstances constitute an excused absence and the resulting actions to be taken, including deduction of points or penalties.

**Missed Exams:**

1. Students must contact the Lead Teacher about any absence for an exam PRIOR to the exam time, as stated above. When the Lead Teacher has determined that an absence is excused, a make-up exam will be given within one week, at the Lead Teacher’s discretion, or the student will receive a zero (0). The format may differ from regularly scheduled exam (may be short answer, discussion, essay, alternative question format, etc.) **Students who miss more than one exam will enter into a Learning Contract with the Lead Teacher. If the student does not achieve the outcomes set forth in the Learning Contract, by the time specified, resulting in course requirements not being met, the student will fail the course.**
2. If a student is ill or experiencing some other unusual situation or emergency, **YET CHOOSES TO PROCEED WITH THE EXAMINATION,** the grade earned will stand and is not subject to a make-up.
3. Students who have an illness that may be contagious, should refrain from attending class, labs, exams or OSCEs. The Lead Teacher may use discretion as to whether a student with a potentially contagious illness will be allowed to test on the day of an exam.
4. Exams will not be rescheduled for convenience of vacation travel or work schedules. Students who miss an exam for these reasons would receive an un-excused absence.
5. **Exams missed for un-excused absences** must be made up within one week of the original exam, and will result in a **10 point deduction**. If the exam is not made up within the designated time frame, a grade of “0” will be administered.

**Tardiness for Exams:**

1. Students should notify the Lead Teacher as soon as they realize they will be tardy for an exam. A student who is tardy for the exam may enter the testing area quietly and begin testing. No extra time will be given. However, if another student has completed the exam and left the testing room by the time the student arrives, the tardy student will not be allowed to test that day. A make-up exam will be given within one week, at the Lead Teacher’s discretion, or the student will receive a zero (0). The format may differ from regularly scheduled exam (may be short answer, discussion, essay, alternative question format, etc.), and the student will receive a **5 point deduction**.
2. **Students who are late for an exam on more than 1 occasion, will enter into a Learning Contract with their clinical instructor and the Lead Teacher.**

**Tardiness for Lab:**

1. Tardiness for lab is defined as arriving between 5 and 10 minutes after lab has started. You must speak in person (face to face or by phone) to your lab instructor if you are going to be tardy to lab. If you are unable to make contact with your lab instructor, please notify the Lead Teacher immediately by phone. If you are unable to reach either your Clinical Lab Instructor or the Lead Teacher, you must initiate an e-mail through Blackboard to notify faculty that you will be late.
2. Two tardies to lab will result in a Learning Contract being written. Four tardies may result in course failure, at the discretion of the Lead Teacher. All missed content from Lab must be made up (See information under Lab make-ups).

**LEARNING CONTRACTS:**

1. A Learning Contract is a document that details an area of difficulty experienced by a student, including, but not limited to: arriving late to lab or exam, repeatedly missing exams, failing to submit written work or late submissions, (including weekly lab write-ups), unexcused absences from Lab, or other areas determined by Faculty.

2. If a student experiences difficulty, a Contract will be written setting forth the behavior(s) of the student, and the required actions needed to fulfill the contract, including the deadline for completion, and will be filed with the student’s evaluation documents. If a student successfully meets the terms of the Learning Contract, no further action is required. If the Lead Teacher determines that the student has not met the terms of the Learning Contract, resulting in ability to meet course requirements, **a clinical failure/course failure will result.**

**WITHDRAWAL FROM THE COURSE:**

If a student withdraws from the course, he/she will be required to withdraw from Clinical Nursing Foundations as well, as concurrent enrollment in both courses is a requirement.

**EVALUATION METHODS:**

**NOTE**: If questions arise regarding a grade, students must bring these to the attention of the faculty within one week after grades are posted (including Lead teacher or Lab Instructors). After that time, no adjustments will be made.

**PARTICIPATION GRADE:** See Specific Assignment details found in the Course Guide.

**Includes In-Class Closed-Book Quizzes, Classroom Activities, Evolve HESI Case Studies and Jarvis Online Modules: (7% of total grade):** Students are expected to attend class and actively participate. In-Class Quizzes, Classroom Activities or Evolve online activities will be given or assigned every week during the semester except on days where there is an Exam. Evolve HESI Case Studies and Jarvis Online Modules are assigned and included as part of the Participation Grade. If a student misses class, whether for an excused or unexcused absence, the quiz or activity for that day **may NOT be made up**, and the grade is recorded as zero (0). If a student arrives late to class or after the quiz or activity has started, no extra time will be allowed; the student may take the quiz or complete the activity until time is called. Online modules consist of six activities from the Evolve HESI Case Studies and Jarvis Health Assessment Online course. These are assigned to be completed outside of regular class. See detailed info in the Course Guide.

**Note**: The lowest quiz/activity/module grade will be dropped. See specific details in the Course Guide.

**Objective Structured Clinical Exams (OSCEs) Skills check-offs): (Pass/Fail)**

**OSCE 1:**

1. OSCE 1 consists of performing physical examination skills learned in the Assessment lab, on a partner or standardized patient. Complete guidelines are located in the Course Guide and Blackboard. The student will be expected to perform the examination technique, verbalize normal/abnormal findings and document the findings of the exam. (See detailed instructions in the Course Guide and Blackboard).

2. **The Blood Pressure Competency must be successfully PASSED** prior to the student being able to participate in OSCE 1 (Exceptions must be approved by the Lead Teacher and/or Clinical Lab Instructor). Students must also be able to perform blood pressures in the clinical setting. **Failure to successfully complete the Blood Pressure Competency prior to mid-term will result in course failure or the student being required to withdraw from the course.**

3. Students must **complete** OSCE 1 prior to mid-term to be successful in meeting course requirements and to **pass the course**. There is no minimum passing score for OSCE 1, which serves as a mid-term progress report. Even though the OSCE 1 does not have a minimum passing score, the Instructor will use the detailed Rubric to assign points, in order to guide students on their progress at mid-term. Students who score less than 90% on OSCE 1 should work with their Lab Instructor and/or Lead Teacher to plan remediation activities to help the student improve clinical skills and be successful on OSCE 2. (This may include additional practice or written assignments).

4. Certain skills or patient safety items may be weighted more heavily than others. Failure to include or successfully perform these items will result in 0 points assigned for the section, which would result in a score less than 90%.

5. OSCEs will be timed.

6. **OSCE 1 is not optional**. Failure to complete OSCE 1 will result in a course failure.

7. **Equipment**: Each student is responsible for knowing how to operate his/her equipment in the lab and for check-off/OSCEs.

8. Students will document the findings of their OSCE in the electronic health record, and submit to the Lab Clinical Instructor for feedback.

**OSCE 2:**

1. OSCE 1 consists of performing physical examination skills learned in the Assessment lab, on a partner or standardized patient. Complete guidelines are located in the Course Guide and Blackboard. The student will be expected to perform the examination technique, verbalize normal/abnormal findings and document the findings of the exam.

2. OSCE 2 will be timed, and the student must complete the OSCE within the time limit with a minimum score of 90% to demonstrate successful achievement of learning objectives, and pass the course. OSCEs are scored on the student’s ability to perform assessment techniques and other critical skills. A detailed Rubric will be provided.

3. Certain skills or patient safety items may be weighted more heavily than others. Failure to include or successfully perform these items will result in 0 points assigned for the section, which would result in a score less than 90%, and a **failure of OSCE 2**. **The student will have 2 attempts to successfully pass OSCE 2.** If the student scores less than 90% on the first attempt, he/she should schedule an appointment to meet with the Lead Teacher to plan remediation activities to help the student improve clinical skills, and to assist the student to be successful on the second attempt. (This may include additional practice or written assignments). The second attempt will be observed by two faculty members. The second attempt MAY be videotaped.

4. **Equipment**: Each student is responsible for knowing how to operate his/her equipment in the lab and for check-off/OSCEs.

5. Students will document the findings of their OSCE in the electronic health record, and submit to the Lab Clinical Instructor for feedback.

**NOTE**: Should the student be unsuccessful after 2 attempts, **the student will fail the OSCE. This results in a clinical/lab failure and subsequent course failure. The OSCE is entered in the Gradebook as a Pass/Fail.**

**GENERAL OSCE GUIDELINES:**

1. If a student is tardy or absent for either OSCE, the Lead Teacher or Clinical Lab Faculty must be notified via Blackboard e-mail or by telephone in advance (See guidelines above). If the student anticipates being tardy, he/she must contact the faculty to notify them of this event. If the OSCE schedule allows, the OSCE will be completed as soon as possible on the same day, or may be rescheduled, at the discretion of the Lead Teacher/Clinical Lab Faculty. If the student is absent, the Lead Teacher will determine whether the absence is excused. **Written verification will be required for any absence; such documentation must be supplied in person to the Lead Teacher (or designee) within 24 hours of the missed OSCE, unless the Lead Teacher approves an extension.** If the absence is excused, the Lead Teacher will work with the student and student’s partner to make up the OSCE within 1 week, at the Lead Teacher’s discretion.
2. **If the absence is UNEXCUSED (for either OSCE), the student will receive a grade of zero for the first attempt and will have one attempt to pass the OSCE.** If the OSCE is not made up within one week, at the Lead Teacher’s discretion, the student(s) will receive a zero, and is subject to clinical/course failure due to inability to meet course outcomes.
3. **A Learning Contract** will be initiated for unexcused absences (See Guidelines above under Unexcused Absences). The student partner (partner of the student who is tardy or absent for the OSCE) may wish to complete the OSCE on time, or rescheduled, or with another student, and will have those options.
4. OSCEs are typically evaluated by the Clinical Lab Faculty the student is assigned to, HOWEVER circumstances may dictate that students are evaluated by a different Clinical Lab Instructor.

**Lab Activities: (18% of total grade)**

**Weekly lab write-ups** (6% of total grade) are assigned by the Clinical Lab Faculty and must be completed in order to fulfill course requirements. Instructors will give written or electronic feedback to assist the student to excel in documentation, and to be successful in documenting OSCE findings. Lab Write-ups may be completed via paper/pencil in the Student Laboratory Manual and/or electronically via the NEEHR Perfect Electronic Health Record. (See detailed instructions regarding documentation in NEEHR Perfect).

**Lab assignments** (12% of total grade) will be given as part of the lab experience, including the (1) Genogram Assignment (2 genograms); (2) Symptom Analysis (PQRSTU)—2 assignments; (3) The Lab Teaching assignment (teach a portion of weekly lab skills); (4) Culture Assignment; and (5) Miscellaneous Lab Activities (2 Focused Assessment activities and a Final Exam Prep Question). See detailed instructions in the Course Guide.

*All lab assignments and write-ups are due per the course schedule unless the student makes alternative arrangements with the clinical instructor PRIOR to the assignment due date. Assignments that are late will be assessed a -10 point penalty (or 10%) per day for up to three days. After the end of the third day, the clinical instructor will not accept the assignment. The instructor will grade the assignment as a zero.*

**OSCE Documentation:** (Pass/Fail)

Students will document the exam findings from each OSCE in the Electronic Health Record (NEEHR Perfect).

**MID-TERM AND FINAL CLINICAL EVALUATIONS:** Mid-term and Final Clinical Evaluations will be used to assess the student’s progress in the course. The student will complete a self-evaluation and the Instructor will provide feedback based on course outcomes.

**EXAMS: (75% of total grade)**

1. There are three unit exams and one final exam. Blueprints for exams will be posted on Blackboard in advance of the testing.
2. Exams may include multiple choice, matching, short answer questions, matching or picture identification.
3. Make-up exams may be in an alternate format, and may include short answer or fill in the blank questions.
4. No extra credit questions are included.
5. Unit exams may be cumulative (from previous material). The Final Exam is cumulative.
6. Any student scoring less than 70% on any unit exam should schedule an appointment with the Lead Teacher to discuss progress in the course. The student is also encouraged to contact the Student Success Coordinator for assistance in test-taking strategies. Individual appointments for test review will be scheduled at the discretion of the Lead Teacher, with priority being given to students scoring less than 70%, as stated above.

**Exam Guidelines:**

1. Please use the restroom facilities before the test. If you must leave during the test to go to the restroom, you must ensure that cell phones, purses, etc. are left in the exam room, and you must leave any testing materials with the Faculty/Exam Proctor while you are gone.
2. Students must present the UTA student ID or other picture ID in order to take an exam or an OSCE.
3. All cell phones, pagers, PDAs, laptop computers, and any other electronic devices must be turned **OFF** (not on vibrate), and placed in a designated area away from the student during the test period.
4. NO FOOD OR DRINKS are allowed during testing unless approved by the Proctors. At the discretion of the Computer Testing areas, clear water bottles **may** be allowed.
5. Purses, backpacks and all class materials are to be placed in a designated area away from the student during the test period.
6. Only instructor-given materials may be on the desk (test, scratch paper, calculator, etc.)
7. All testing materials must be returned at the end of the exam.
8. Talking is not allowed between students during testing.
9. Students are expected to keep their eyes on their own computer screen/test materials, and not look about the room during exams. The exam proctor will move you to a different seat if this requirement is not followed.
10. Head phones may **NOT** be used during tests. Ear plugs are acceptable.
11. Baseball caps, hats with brims, etc. must be removed or turned so that the “bill” of the cap is at the back of the head during tests.
12. ONLY the testing “window” on the computer should be open during the test. Absolutely **NO** Internet browsing.
13. Students are requested to maintain a quiet atmosphere in the hallway if finished ahead of classmates.
14. When you have finished the exam, please do not enter the room again until the testing period has ended. You may be directed to return to a classroom until all students have completed the exam. During this time NO ELECTRONIC DEVICES may be accessed.
15. Non-compliance with these guidelines will result in disciplinary action and may result in course failure.

**Testing EnvirOnment:**

Although faculty strives to provide a quiet learning/testing environment there may be noises and distractions in any testing environment that are beyond the control of the exam proctors.  If a student feels that the testing environment is unduly noisy or distracting for any reason, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken. While measures are taken to avoid internet connection disruptions, *Web based testing includes the risk of unexpected/uncontrolled connectivity interruptions. In the event such interruptions occur,* faculty will modify test end time to assure that students have the full scheduled length of time to complete the exam.

**Exam Follow-up:**

Typically you will be allowed to view missed test items and/or rationales, at the Lead Teacher’s discretion. The procedure for this may vary. You will be allowed to provide feedback regarding test items for which you have questions or concerns, and these will be reviewed by the Lead Instructor.

**NOTE**: No adjustments to the test will be made after one week from original posting of grades. Please make sure you contact the lead teacher with questions prior to that deadline.

Students are not allowed to review previous exams once the next exam has been taken, or to review all old exams prior to taking the Final Exam.

**NO CHILDREN MAY BE BROUGHT TO CLASS, LAB, OR EXAMS**. Do not leave children unattended in the building.

**LAB CONDUCT, ATTENDANCE & MAKE-UPS:**

The Faculty of the BSN Program believes that clinical laboratory teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace. Refer to the Student Handbook for more information.

* Attendance in all labs is **REQUIRED, including the Simulation Labs**.
* Lab time should be used wisely to demonstrate proficiency in all skills. **Students are not to leave until dismissed by the Lab Instructor.**
* If you must be absent for a lab, notify your Clinical Lab Instructor before the lab, via

email in Blackboard or telephone or faculty’s preferred method as mentioned above. This is similar to what is required in the professional nursing field, and this is part of professional socialization. As detailed above, any absence requires the student to submit documentation supporting the need for the absence. **Absences include missing any portion of the lab, or missing the entire lab.** The Lead Teacher will determine whether the absence is excused. If your Clinical Lab Instructor is not notified of an absence prior to the lab it will be considered an **unexcused absence, and a Learning Contract will be initiated, detailing the behavior and the expected outcomes. (See above language about absence or tardiness). If the absence is unexcused for any reason, regardless of whether the Instructor is notified in advance, a Learning Contract will be written.**

* All missed lab time must be made up. Lab hours will be made up in a manner determined by the Lab Instructor in consultation with the Lead Teacher. Under normal circumstances, missed labs must be made up within one week of the missed lab, at the Lead Teacher’s discretion.
* If the missed lab hours are not made up within the time determined by the Lead Teacher/Clinical Lab Faculty, **the student will fail the course due to inability of the student to meet all course requirements.**
* **If you wish to discuss a grade received in lab, you must first meet with the Clinical Lab Instructor before setting an appointment with the Lead Teacher**
* Lab times will vary on days when an OSCE is scheduled. Labs will typically occur in the scheduled Lab rooms except on days during Simulation or OSCEs. Labs may occur in the regular lab rooms or at the Smart Hospital.
* Students will be partnered with a student(s) and perform weekly subjective and objective assessments, as well as the OSCEs. Students will apply and practice physical assessment skills on their lab partner or standardized patient, while applying principles of maintaining privacy similar to what is expected in the clinical setting when working with patients.
* No exams of breast or genitalia will be done. (Simulation manikins may be used to practice this content).
* Students must wear **UTA College of Nursing uniforms** in the lab, whether for Weekly Lab, or additional Lab Practice time (i.e. BP Practice and OSCE Practice). No jeans. Refer to the Student Handbook re: dress **not appropriate for lab**, i.e. visible piercings/tattoos, dangling earrings, hair off collar, etc. To be considered **IN UNIFORM**:
* Students will wear UTA College of Nursing uniforms.
* Students MUST wear **Picture IDs.**
* Anytime you are in lab and in uniform you are to wear a **watch and bring your stethoscope.**
* Students must have **Exercise Attire available to change into during lab** (shorts, t-shirts, sports bra, tank top, as appropriate). Exercise wear is required in order for a student to be able to assess his/her partner and vice versa. Examinations are **not** performed over clothing. Physical exams are practiced in a private area. NOTE: Some labs will require the student to bring the student gown to lab and wear during the exam practice (available from the Clinical Nurse Pack).
* **If you are not prepared for lab with the appropriate exercise attire and supplies you may, at the Clinical Lab Faculty’s discretion, be sent home and assigned an unexcused absence and will enter into a Learning Contract.** Should you not be in compliance with the dress code, you will be sent home and assigned an unexcused absence.Refer to UTACON Undergraduate Student Handbook-2011-2012 for more information.
* Lab is considered a clinical area and clinical time. Therefore you should be prepared for verbal quizzes regarding current week’s material and past weeks’ material at all times. In addition you should be prepared to perform any skills that have been taught at any time. This includes knowing rationales, understanding the differences between normal and abnormal exam findings and the meaning of abnormal findings.

**Grade Grievances**: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog. <http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10>

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Academic Integrity Specific to OSCE Performance and Documentation:**

Academic integrity includes both written assignments and clinical performance of skills (OSCEs), as well as documentation of assessment findings. See section above regarding the University guidelines on Academic Integrity. In the context of an OSCE or performance of assessment skills, the following guidelines apply:

1. When performing skills demonstration on your partner (OSCE), it will be considered dishonest for a student to prompt his partner in any way. For instance, the student being examined realizes that his partner forgot to examine the pulses in his feet, and the student being examined wiggles his leg or toes in an attempt to “cue” his partner.
2. Another example is when a student realizes that his partner is attempting to perform an exam over the clothing, such as listening to heart or lung sounds, and the student offers to remove his/her clothing.
3. Students being examined should remain quiet and allow the examining partner to proceed through the exam without offering any assistance. Such assistance will be viewed as Academic Dishonesty, and will be handled in the same manner as outlined by University guidelines, which may result in course failure.
4. Academic honesty also includes reporting and documentation of findings. Students will perform assessments and OSCEs, and honestly and accurately report findings verbally and in the written or electronic health record. If uncertain about assessment findings, students should seek assistance or clarification from Instructors prior to documentation. Reporting or documentation of assessments not performed is considered academic dishonesty, and students will be disciplined in accordance with University regulations and procedures.

**PLAGIARISM:** Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author’s name, date of publication, and page number of publication.  If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author’s name and date of publication.  If a single author’s ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper.  Students are encouraged to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/plagiarism/index.html>. Papers are now checked for plagiarism and stored in Blackboard.

**Cheating: copying the work of another; allowing someone to copy your work; giving aid to or seeking aid from another when not permitted by the instructor; using, obtaining, or attempting to obtain by any means, the whole or part of a work assignment that is not provided for your use by your instructor.**

**Collusion: unauthorized collaboration with another in preparing work that is offered for credit/grade.**

**(UTA Office of Student Conduct, 2012)**

**Student Support Services Available**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication Policy:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Professional Conduct on Blackboard and Social Media Sites**

The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by course faculty.

Announcements from student organizations may be posted to the designated level discussion board (not associated with this course).

Students are to refrain from discussing this course, including clinical situations, written assignments, peers, or faculty on all social networking sites such as Facebook, Twitter, etc. Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board.

**Communication:**

One of the essential skills to be learned in this and other nursing courses is that of professional communication. If a student experiences difficulty, it is the student’s responsibility to approach the Lead Teacher or Clinical Lab Faculty to ask for assistance. The Faculty are willing and eager to provide assistance or refer students to the appropriate personnel to help resolve problems. Students may contact faculty via Blackboard e-mail or UTA telephone to schedule an appointment.

The primary means of communication regarding the course is via Blackboard and Blackboard e-mail. **It is the student’s responsibility to access Blackboard at least daily to be aware of ongoing course events, including explanations of assignments, changes in assignments, room assignments for tests, etc.** The primary location for vital information is the Announcements Page or Lead Teacher Discussion Boards. For communication with Clinical Lab Instructors: Please consult with individual Clinical Lab Instructors regarding preferred method for contact, (e-mail, telephone, cell phone, text message, etc.) when absent or tardy to lab.

**LIBRARY INFORMATION: Helen Hough**, Nursing Librarian

 (817-272-7429), Email: hough@uta.edu

 Research Information on Nursing:

 [**http://libguides.uta.edu/nursing**](http://libguides.uta.edu/nursing)

**UNDERGRADUATE**

**SUPPORT STAFF: Holly Woods, *Administrative Assistant I, Pre-nursing & Senior II***

660 Pickard Hall, (817) 272-7295

 Email: hwoods@uta.edu

 **Suzanne Kyle*, Administrative Assistant I, Junior I - Senior I***

 661 Pickard Hall, (817) 272-0367

 Email: skyle@uta.edu

**STUDENT CODE OF ETHICS:**

The University of Texas at Arlington College of Nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the Student Handbook.

**APA FORMAT:**

*APA* style manual will be used by the UTACON with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found in the Student Handbook which can be found by going to the following link and clicking on BSN Student Handbook: <http://www.uta.edu/nursing/bsn-program/>

**CLASSROOM CONDUCT GUIDELINES:**

The Faculty of the BSN Program believes that classroom teaching has two goals: the provision of content pertinent to the discipline of nursing and the socialization of students into the professional role. We are committed to providing the curriculum in an atmosphere conducive to student learning and in a manner that will prepare graduates to be successful in the health care workplace. Refer to the Student Handbook for more information.

**ESSENTIAL SKILLS EXPERIENCE:**

Each UTACON clinical course has a designated set of essential nursing skills.  An essential nursing skill is one that is “required” for each student to have instruction on AND either laboratory or clinical experience performing.  Experience is defined as “hands on” performance of a skill in a laboratory setting using standardized patients, manikins, human patient simulators, task trainers, and computer simulation modules or in a clinical setting involving actual patients or communities.

UTACON students are responsible for acquiring essential skills experiences, documenting these experiences, obtaining verification from their clinical instructors, and maintaining an ongoing record of essential skills experience during all Junior and Senior clinical courses.

UTACON students must obtain UTACON students must purchase Neehr Perfect and maintain for use in all clinical courses. This Neehr Perfect Passport must be used to document skills experiences during clinical or simulation laboratory sessions.  After performing an essential skill, a student will record the date and the setting, and then his/her initials in the appropriate boxes on the passport.  The student will then provide the record to his/her clinical instructor for verification.  Students are responsible for the accuracy and integrity of Passport documentation.  Any attempt to falsify or alter Passport information may result in disciplinary action related to UTA’s Academic Dishonesty policies.

UTACON students are required to perform and document ALL the essential skills in order to obtain a passing grade for the clinical component of the course. Throughout the semester, as part of the clinical evaluation process, clinical instructors will monitor student progress in completing all essential skills designated on the Passport.  It is the student’s responsibility to obtain the required essential skills experiences in a timely manner throughout the semester.

**CLINICAL DRESS CODE:**

The clinical dress code applies to all graduate and undergraduate students of The University of Texas at Arlington College of Nursing (UTACON), and has two primary purposes: To insure that, whenever in the clinical setting, students of the UTACON: 1) represent the nursing profession and UTACON in a professional and appropriate manner, and 2) are readily identifiable as students. Students should be identified at all times by wearing their nursing student identification badge/name tag.

Students are to adhere to the dress code any time they present themselves to a clinical agency in the role of nursing student. This includes going to the agency prior to clinical to select a patient, arriving at the agency in street clothes to change into hospital scrubs, and attending post-conference or classroom time at the agency, as well as when attending clinical. Clinical faculty has final judgment on the appropriateness of student attire. Refer to the Student Handbook for more information.

*Undergraduate, pre-licensure student nurses should wear their UTACON uniform and UTACON insignia patch ONLY when in simulation, clinical or other learning experiences authorized by UTACON faculty. Students are to provide nursing care to patients at clinical facilities ONLY when authorized by their UTACON instructor and when their clinical instructor and/or preceptor are present on site. Students who provide nursing care to patients when an instructor or preceptor IS NOT present on site will receive a FAILING grade for clinical and a course grade of “F”.*

**OBSERVANCE OF RELIGIOUS HOLY DAYS:**

Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days: (<http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#6>

**Clinical Attendance When University is Closed**

Some programs in the College of Nursing, such as the Academic Partnership Program, may require students to attend clinical on evenings, nights, week-ends, or holidays. Students are expected to attend their assigned clinical rotation as scheduled, even when the University is otherwise closed.

## POLICY ON INVASIVE PROCEDURES

Allowing students to practice invasive skills (e.g., IM, SQ, IV's, NG tubes, intubation) on other students in the learning lab will no longer be used as a teaching strategy. Skills may be practiced on the simulators in the learning lab. Students will be able to perform the skills in the clinical setting under the appropriate faculty or preceptor supervision.

**Honors College Credit**

Students who are members of the Honors College may wish to take this course for Honors credit. If you wish to do so, please provide the Lead Teacher (or other designated faculty member) with an Honors Credit Contract (downloaded from http://honors.uta.edu/documents/credit.pdf). You and the Lead Teacher/faculty member will together determine an appropriate supplemental assignment to justify the awarding of Honors credit. If you are not in the Honors College and would like to learn more about the benefits of membership, visit the website at http://honors.uta.edu/, where you will find an application form for electronic submission.

**No Gift Policy:**

In accordance with Regents Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a “no gift” policy. A donation to the UTA College of Nursing Scholarship Fund would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding the Scholarship Fund, please contact the Dean’s office.

**Hazardous Exposure To Blood, Blood Products Or Body Fluids:**

Note:  The Centers for Disease Control and Prevention recommend that individuals who have been exposed to needle sticks or to potentially infectious blood, blood products, or body fluids should be evaluated and, when appropriate, have treatment initiated within two hours.

Upon sustaining a contaminated needle stick or being exposed to hazardous blood or blood products, the student will:

1. Immediately report the incident to the clinical faculty member and the appropriate person in the clinical agency.
2. Have the wound inspected, cleansed, and dressed.
3. Complete the institutional incident report and follow institutional policy as applicable.
4. Seek medical attention as necessary based on level of exposure.

Please note that all students are responsible for obtaining and maintaining their own health insurance and are responsible for the costs of medical/health care assessment, treatment and follow-up that are not covered by the student's health insurance.  Students should be aware of the coverage on their health insurance policy as most may not cover the full cost of required medical treatment and services in the case of a contaminated needle stick or hazardous exposure to blood or blood products.

**Policy on Invasive Procedures**

Allowing students to practice invasive skills (e.g., IM, SQ, IV's, NG tubes, intubation) on other students in the learning lab will no longer be used as a teaching strategy. Skills may be practiced on the simulators in the learning lab. Students will be able to perform the skills in the clinical setting under the appropriate faculty or preceptor supervision.

**CLINICAL PASS/FAIL:**

Clinical Failing Behaviors

Clinical failing behaviors are linked to the Texas Board of Nursing Standards of Professional Practice. Issues related to professional conduct, management of stress, clarification of course, clinical assignment, and/or professional role expectations, may warrant clinical warnings, contracts for remediation, or course failure.

|  |  |
| --- | --- |
| Clinical Failing Behaviors | Matched to NPA |
| 1. Performance is unsafe. | 1,2,3,5,6,7,9,10,11,12,13,14 |
| 2. Questionable decisions are often made. | 1,2,3,4,5,6,7,8,9,10,11,12,13,14 |
| 3. Lacks insight into own behaviors and that of others. | 1,2,3,4,5,6,8,9,10,11,12,13,14 |
| 4. Difficulty in adapting to new ideas/functions. | 4,5,6,7,8,9,10,11,13,14 |
| 5. Continues to need additional guidance and direction. | 1,2,3,5,6,7,8,9,10,11,14 |

**Standards of Professional Nursing Practice (BON 213.27, 217.11, 217.12)**

1. Knows rationale for side effects of medications and treatments, and correctly administers same 217.00 (1) (C).
2. Documents nursing care accurately and completely, including signs and symptoms, nursing care rendered medication administration. Contacts health care team concerning significant events in patient health 217.11 (1) (D).
3. Implements a safe environment for patients and/or others, i.e., bed rails up, universal precautions 217.11 (1) (B).
4. Respects client confidentiality 217.11 (1) (E).
5. Accepts assignments commensurate with educational level, preparation, experience and knowledge 217.11(1) (T).
6. Obtains instruction and supervision as necessary when implementing nursing procedures or practices 217.11(1) (H).
7. Notifies the appropriate supervisor when leaving an assignment 217.11(1) (I).
8. Recognizes and maintains professional boundaries of the nurse/patient relationship 217.11(1) (J).
9. Clarifies orders, treatments, that nurse has reason to believe are inaccurate, non-effective or contraindicated 217.11(1) (N).
10. Able to distinguish right from wrong 213.27(b) (2) (A).
11. Able to think and act rationally 213.27(b) (2) (B).
12. Able to keep promises and honor obligations 213.27(b) (2) (C).
13. Accountable for own behavior 213.27(b) (2) (D).
14. Able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when these disclosures will enhance health status of patients or protect patients from unnecessary risk or harm 213.27(b) (2)(G).

Please refer to the Board of Nursing at [www.BON.state.tx.us](http://www.bne.state.tx.us) for any additional information regarding the Texas Nursing Practice Act.

***The Student Handbook can be found by going to the following link:*** <http://www.uta.edu/nursing/bsn-program/> and clicking on the link titled BSN Student Handbook.